

Q1. Please provide the number of staff (headcount) employed by the college on a) 01/08/2011 and b) 01/08/2012, broken down into the following categories i) Senior Post Holders ii) Management excluding Senior Post Holders iii) Support Staff and iv) Teaching staff
Please do not include casual/sessional staff in the counts. Please do not include staff in more than one category.

| | Number of staff (headcount) on 01/08/2011 | Number of staff (headcount) on 01/08/2012 |
|---------------------|---|---|
| Senior Post Holders | 4 | 3 |
| Management | 37 | 39 |
| Support Staff | 274 | 309 |
| Teaching Staff | 160 | 179 |
| Total | 475 | 530 |

Q2. Please provide the number of staff (headcount) employed on a) 01/08/2011 and b) 01/08/2012 who are i) Male, ii) Female, iii) Black Minority and ethnic staff and iv) Disabled
Please do not include casual/sessional staff in the counts.

| | Number of staff (headcount) on 01/08/2011 | Number of staff (headcount) on 01/08/2012 |
|---------------------------|---|---|
| Male | 161 | 194 |
| Female | 314 | 336 |
| Black Minority and ethnic | 16 | 19 |
| Disabled | 38 | 40 |

Q3a. For those staff leaving due to redundancy between 01/08/2011 and 31/07/2012, please provide the number (headcount) taking a) compulsory redundancy, b) voluntary redundancy, c) voluntary early retirement.
Please do not include those staff leaving due to the ending of fixed term contracts in the counts.

| | Number of staff (headcount) leaving due to redundancy between 01/08/2011 and 31/07/2012 |
|----------------------------|---|
| Compulsory redundancy | 0 |
| Voluntary redundancy | 6 |
| Voluntary early retirement | 0 |
| Total | 6 |

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| Q3b. Please provide the number of staff taking redundancy due to the ending of fixed term contracts between 01/08/2011 and 31/07/2012. | 24 |
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Q4. Please provide the number of staff (headcount) leaving due to redundancy between 01/08/2011 and 31/07/2012, within each of the following categories a) Senior Post Holders, b) Management excluding Senior Post Holders, c) Support Staff, d) Teaching Staff
Please do not include those staff leaving due to the ending of fixed term contracts in the counts. Please do not include staff in more than one category.

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| | Number of staff (headcount) leaving due to redundancy between 01/08/2011 and 31/07/2012 |
|---------------------|---|
| Senior Post Holders | 0 |
| Management | 0 |
| Support Staff | 1 |
| Teaching Staff | 5 |
| Total | 6 |

Q5. Please provide the number of staff leaving due to redundancy between 01/08/2011 and 31/07/2012, who are i) Male, ii) Female, iii) Black Minority and ethnic staff and iv) Disabled
Please do not include those staff leaving due to the ending of fixed term contracts in the counts.

| | Number of staff (headcount) leaving due to redundancy between 01/08/2011 and 31/07/2012 |
|---------------------------|---|
| Male | 3 |
| Female | 3 |
| Black Minority and ethnic | 0 |
| Disabled | 0 |

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| Q6a. Did the college run fewer courses during the academic year 2011/2012 than during 2010/2011 | Yes |
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| Q6b. If the answer to Q6a is yes, was this due to (more than one reason may apply):- | |
| i) Fall in student numbers | No |
| ii) Reduction in funding allocations | Yes |

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| Please add any further comments on course closures (eg type of course) |
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| Q7. Did the college have a drop in student enrolments in September 2012 compared to September 2011? | Yes |
| If yes, was this due to:- | |
| i) Loss of EMA | Not Held |
| ii) Change in fee remission eligibility | Not Held |
| iii) Competition from other providers, eg 6 th form academies | Not Held |

The AoC final pay recommendation for 2012/2013 was:-

- consolidated salary increase of £200 pa for all staff earning below £15,000 pa
- consolidated 0.7% increase for staff on pay points above £15,000 pa
- £7.30 minimum hourly rate of pay

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| Q8a. Did the college pay the AoC award for 2012/2013? | Yes |
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| Q8b. If the answer to 8a is No, has any pay award been made for 2012/2013 | N/A |
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| Q8c. If the answer to 8b is Yes, what pay award has been made for 2012/2013 | N/A |
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| Q8d. If the answer to 8b is No, is a decision on the pay award for 2012/2013 still pending? | N/A |
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| Q9a. What is the minimum adult hourly rate of pay at the College, including any regional pay supplement, excluding apprentice pay rates? (Hourly rate should be inclusive of holiday pay). | £7.05 |
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| Q9b. What is the minimum adult hourly rate of pay for apprentices (if employed), including any regional pay supplement? (Hourly rate should be inclusive of holiday pay). | Age 18-20 - £5.03 Age 21+ - £6.05 |
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| Q10. How many directly employed staff (headcount) excluding apprentices, are paid less than the Living Wage (£7.45 per hour outside Greater London and £8.55 per hour in Greater London). | 8 (Portrait Models) |
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| Q11. How much money, including VAT, has been spent on employment agencies (hiring agency staff) between 01/08/2011 and 31/07/2012? | £143,959 |
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Q12a. Does the college contract out any services in the following areas? If yes, in what year was the service first contracted out? Please give the names of the companies to whom the services are currently contracted out.

| | | Year first contracted out | Companies |
|-------------|-----|---------------------------|------------|
| a. Cleaning | Yes | 2009 | Wettons |
| b. Catering | Yes | 10 Years + | Chartwells |
| c. Security | Yes | Various | Various |

Q12b. Is a minimum rate of pay specified in the college's contracts with external companies providing the following services. If so, what is the minimum rate of pay?

| | | Minimum pay rate |
|-------------|----|------------------|
| a. Cleaning | No | Not held |
| b. Catering | No | Not held |
| c. Security | No | Not held |